FOR MYSORE STATE

Development (1953) Department.

R1 SERIES.

G.O. NO. 459

Dated 15. 5. 1953

[Despatch Abstract.]

P. W. R. – D. S. S. A Boards South Kanara District – Inspection by Asst. Director of Employment Exchanges – Review of Inspection report – Papers – Recorded.

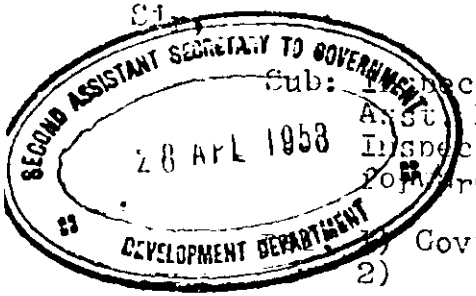
From
S-1 S.A. Qadri, I.A.S.,
Regional Director of
Resettlement & Employment,
1/6, Nungambakkam High Rd.,
Madras.6.

To
The Secretary to Government,
Development Department,
Fort St. George,
Madras.9.

No.L.Dis.6818/52 dated 24-4-53.

Sir,

34974



Sub: Inspection - DCC&A.Bd., South Kanara - by Asst. Director of Employment Exchanges - Inspection report and compliance report forwarded.

1) Govt. of Madras Memo.No.17553-PIII/52 d/15-3-52.
2) .do. .do. No.40531-PIII/52 d/30-6-52.

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I enclose a copy of the Inspection report on the working of the D.C.C. & A.Board, South Kanara by the Asst. Director of Employment Exchanges (Sri K.T.N.Nambiar) and a copy of the compliance report thereto. From the compliance report it is seen that the defects pointed out by the Inspecting Officer have been duly rectified. I have no further remarks to offer in this matter.

Yours faithfully,

for Regional Director.

Encl: 2.

27/4/53.

Notes of Inspection of the D.S.S. & A.Board, South Kanara, Mangalore by Shri K.T.N.Nambiar, Assistant Director of Employment Exchanges, Madras.

President: Sri C.A.Ramakrishnan, I.C.S.,
Secretary: Sri A.Abubaker, District Employment Officer.

Date of present Inspection: 21-11-52.
Date of last Inspection: 25-2-49.

Location: The Office continues to be located in the portion of the Collector's Office along with the District Employment Exchange and the accommodation is adequate.

Staff: This Board has only one clerk at present. Prior to the reorganization of the Boards in 1948, this Board had a full time Secretary with two clerks and one peon. The posts of a clerk and a peon were retrenched on reorganization.

Correspondence Work: Om In 1951, 3026 papers were received by this Board while for the first 10 months in 1952, the total receipts were 2680. This reveals that the average ~~total~~ monthly receipts have increased slightly. Every paper received by the Board is entered in the Personal Register of the clerk which serves as an Inward Register. It is for consideration that where there is only clerk in a Board, the papers received may be accounted for in the distribution register of the District Employment Exchange, the clerk of the D.S.S. & A.Board acknowledging the receipts in the Exchange distribution register and then registering them in his Personal Register so that there is a check that all the receipts are accounted for in the Personal Register. An examination of the Personal Register of the clerk revealed that generally col.(7) of the Register is not being completed. In the case of N.Disposals, the despatch seal is not affixed with the dated initials of the despatcher in col.(11). A number of papers are shown as clubbed with in the disposal column. But the No. of the paper/file with which they have been clubbed with are not shown. When a reply is received while entering from whom received, number and date of the paper in col.(9), the date of receipt by the clerk has not been shown in col.(10). The date of submission and return of the papers ~~this paper~~ should also be shown in cols. (6) and (7) respectively. For sometime in 1952 form CF 442 which is a Distribution Register was used as Personal Register instead of form CF.440. If printed forms are not available, there is no objection in using manuscript form. But the use of a different register without amending the col. headings causes a good deal of confusion. During the inspection it is noticed that a petition was received from ex-signalman Bayaman D'Souza of Moodabidri on 5-11-52 requesting the Secretary to send the M.A.C. grant due to him. The necessary receipts and certificates were also sent along with the petition which was registered as 2706/52 in the clerk's Personal Register. Till to-day i.e. 22-11-52, no action was taken on this petition. In the disposal column there was an entry MAC/BD/52 - 15-11-52 which does denote only that the paper has been filed in the file MAC/BD/52 which is the individual file of the man. The current number has been ringed off as having been disposed off. This procedure is wrong and the pupose of maintaining the Personal Register is defeated by this method. The replies of this Board are issued under the M.A.C. Number while receipts are given different current numbers. All papers relating to M.A.C. grants are dealt with in this way. The filing of papers in the files begins from the bottom to top, the first paper being at the bottom and the last one on the top. There is no numbering of the pages in the files. It is suggested that papers

2....

should be filed in the reverse order and the pages numbered. There is also no need of giving a M.A.C. No. for individual files. They should be dealt with just as any other paper, all subsequent papers received being clubbed with the original reference and the whole file being dealt with under the original number which will be the number of the individual's file.

Disability Pension Cases: The following is a statement of the disability pension cases dealt with by this Board:-

No. of cases dealt with.	329
No. sanctioned.	153
No. rejected.	153
No. pending.	9
No. transferred.	12
No. Jangi Inam was granted.	2

The pending files relating to disability pension reveals that papers proper follow up of the cases have not been taken. e.g. the case No. 17 of Udipi Taluk -(Sepoy Kanath), the papers in the individual file is also not filed chronologically. The case has been pending from No. 51 without any action. The case of Ginnu Moosa invalidated out of service on 30-4-52 has not been brought on the Registers, though intimation was given by the Unit on 26-2-1952. Claims should be initiated in this case. The case of N/Sep. Mathias has not been brought on the Pension Register.

Family Pension Cases: The following is a statement of the No. of Family Pension Cases dealt with by this Board:-

No. of cases dealt with.	155
No. sanctioned.	104
No. rejected.	38
No. pending.	12
No. transferred.	1

Accounts: The cash account book contains the accounts of the receipts and disbursements regarding all moneys excepting the Permanent Advance for Welfare and Office Contingencies for which separate P.A. Registers are maintained. According to the cash account book there is a balance of Rs.1,309-3-3 in the Imperial Bank of India. But an examination of the balances in the individual accounts of the M.A.C. and other grants due to ex-servicemen maintained in this Board reveals that the balance should be only Rs.1,304-3-3. There is an excess amount of Rs.5/- which requires explanation. The accounts of this Board are to be audited from 25-11-52. The unrecouped vouchers of the Permanent Advance (Welfare) should be kept separately and not mixed up with the Permanent Advance (Welfare) file. The vouchers in respect of which the Permanent Advance has been recouped should be cancelled and pasted in Guard Book and retained safely. At present these vouchers are also in the same file.

Educational Concessions: Eligibility certificates for the education of the children and dependents of ex-servicemen issued during the year were 873. (during 1952).

Assignment of Lands: There is a separate Register maintained to watch the progress of recommendations and grants of assignment of lands for ex-servicemen. According to this Register, 1166 recommendations were made of which 31 were assigned lands.

3...

Relief Grants: A separate register is maintained to watch the disbursement grants for M.A.C. from the Indian Red Cross Society. Accordingto this, there are 17 ex-servicemen receiving such relief. One ex-servicemen is receiving a grant of Rs.5/- per month from Flag Day Fund. The following statement will give a complete account of the various grants made through this Board in 1952:-

	Recommended.	Granted.
M.S.M.B. Fund.	3	3
Army Central Welfare Fund.	7	3
Flag Day Fund.	6	6
M.A.C. Fund.	35	34
R.I.N. Benevolent Fund.	2	2
I.A.F. Benevolent Fund.	3	1

Medals and Stars: There is no account for the medals and stars received from the various Record Centres. There is no register maintained and therefore the number of persons to whom disbursements were made is not available nor is there any account of the balance with the Board. The medals are now being distributed through Tahsildars. The register showing the No. of/medals sent to each Tahsildar with the particulars of ex-servicemen is maintained.

/such

Board Meetings: The D.S.S. & A.Board has met on the following dates in 1952:-

(i) 10th March 1952.
(ii) 16th June 1952.
(iii) 6th September 1952.

The next meeting is fixed to be held on 6-12-52. Action was taken on the resolutions and decisions passed by the Board:- A mass meeting of about 300 ex-servicemen was held on 5-4-52 at 5 P.M. in the Taluk Office compound, Mangalore to consider their grievances with the President of the Board, Collector of South Kanara in the Chair.

Taluk Committees: The reports received from the Tahsildars of the various taluks show that meetings were held in the following taluks in 1952:-

Taluk.	No. of Meetings held.
Puthur.	5
Udipi.	8
Karkal.	2
Mangalore.	2
Hosdrug. (Sub Taluk).	1
Coondapur.	3

Assessment of performance of work: The work of this Office on the correspondence side is not satisfactory. Proper attention has not been paid to the filing of correspondence and the maintenance of the Personal Register of the clerk. The clerk expressed that as he has to attend to all work himself, he is unable to attend promptly to every item of work. The Secretary is advised to pay more attention to the work of the Board to raise the standard of work.

16.12.52

(K.T.N.NAMBIAR).
Assistant Director of Employment Exchanges.

Madras.
4-12-52.

Copy to: The M.S.S.S. & A.Board. (4 copies).

CORRESPONDENCE WORK:-

"M.A.C" number is given only to the individual files of relief grantees wherein the correspondence relating to such grantees receiving financial assistance from the Indian Red Cross Society, the petitions received received from the grantees and the medical report pertaining to such grantees etc are filed. These files are not intended for closing the currents but maintained for the convenience of making a ready reference regarding any querries arising about grants and for effeciently dealing with correspondences relating to concerned grantees as it involves money etc. The currents that are entered in personal register are subsequently brought on such M.A.C files which files are to be closed only when the grants are stopped permanently in respect of grantees. Since action is taken on correspondences resting with such files, the currents brought on personal register are therefore closed.

Since there is only one clerk in the establishment of this Board the personal register is also a Inward register or Inward register itself is treated as personal register. The system of maintaining one such register has been approved during the Inspection Report forwarded to this office VIDE M.P.S.S.&.A.Board Ref.852/49-B dated 14-3-49.The currents brought on the M.A.C. files are to be dealt with separately and are not closed. Whereas when they are first entered in the above register they are closed.

The system of maintaining such individual files is found to be useful to the only clerk of the establishment who is dealing with all the items of work. The number of relief grantee is now on an increase and the correspondences involved in this connection is too much. The only clerk finds it convenient to deal with correspondences pertaining to the relief grantees by bringing them to the indilvidual files.

The instructions regarding the dealing of papers pertaining to the M.A.C. Relief grantees just any other papers will be followed in future.

Defects pointed out regarding completion of item "7" in the personal register, affixing of despatch seal in "N.Dispos wrongly clubbing of papers and filingsrete have been noted for rectification . Instructions to be followed regarding the use of manuscript form or a different register with the necessary amendments of celumn headings hav been noted for compliance.

DISABILITY PENSION CLAIMS:-

The defects pointed out have been noted for rectifications. Reminders have since been issued in all the pending cases. The cases which were not brought on the pension regsiter have since been brought on the register.

ACCOUNTS:-

In the beginning this Board was running a Post Office Savings Bank Account. When a reference was made to accounts maintained at that time it was found there was a total interest accrued upto Rs.5/6/. This was as under:-

	Rs.	As.	Ps.
(1) VIDE entry No.1 dated 1-8-47	0	- 3 -	0
(2) VIDE entry No.4 dated 5-7-48 -.....	1	- 8 -	0
(3) VIDE entry No.2 dated 10-5-49	3	- 11 -	0
TOTAL------	5-	6 -	0

This balance amount was shown at the end of June 1949. This is not payable to anyone being the interest accrued which was subsequently deposited in the current account in the Imperial Bank after the Savings Bank Account was closed in the Post Office as per instructions of M.S.S.&.A.Board Rec.No.1350/49-B dated 18-8-49. An amount of annas six was paid as Bank Commission out of this amount on the proceeds of cheque No. O.B. 49862 dated 6-3-50 for Rs.25-10- being the recoupment of Permanent Advance Welfare sent by M.S.S.&.A.Board.

Suggestions given regarding the keeping of unreceuped vouchers of the Permanent Advance (Welfare) separately etc have been noted for compliance.

MEDALS & STARS:-

In the beginning register was maintained accounting for the medals and stars received from various Record Centres when they came only from time to time. But in due course they came in bulk both by post and Railway and receiving and acknowledging the medals and stars became a whole time work of a clerk and the only clerk of this Board dealing with the various items of work could not cope with this fresh item of work to be handled by the Board after the retrenchment of a clerk and a peon in 10October 1948. The clerk had to minimise work /the heavy clerical/involved in this respect. Hence the maintenance of Medal Register was stopped. But depot-war files were maintained acknowledging the receipt of medals and stars despatched by various ur depots on such files. The medals and stars have been packed separately and kept in safe custody.

In this connection additional staff was requested for VIDE this office No. 1943/51 dated 11-9-51. But the request was negatived in M.S.S.&.A.Board L.Dis. 4027/51 dated 25-9-51.

ASSESSMENT OF PERFORMANCE OF WORK:-

The work now involved in this office is very heavy. This wa already represented to M.S.S.&.A.Board VIDE this office No.1943/51 dated 11-9-51 requesting for an additional staff. But the request was negatived VIDE M.S.S.&.A.Board L.Dis. 4027/51 dated 25-9-51. The work on the other hand has since increased and is still increasing. The following are additional items of work to be handled by the Board after the retrenchment of a clerk and a peon:-

(1) Receipt and distribution of medals and campaign star

(2) Issue of Bonafide/Eligibility certificates to exservicemen /families of exservicemen for grant of lands.

It is also brought to the notice of the M.S.S.&.A.Board that the number of relief grantees who were to be attended to before the re-organisation of this Board was only 2. Whereas the number ha now increased to 18. This number is still increasing as more and more cases of T.B and leprosy cases are brought to the notice of this Boar This is going to be a whole time work of a clerk.

This office No.193/53 dated 22-1-53 may also please be perused in this connection.

Mangalore,
D/28-1-53.

Secretary.
D.S.S.&.A.Board, South Kanara.

28/1/53

L.Dis 649/53

Office of the District Soldiers'Sailors'& Airmens'Board, South Kanara, Mangalore, Dated 28-3-53.

To:- The Secretary,
Madras State Soldiers'Sailors'& Airmens'Board,
1/6 Nungumbakkam High Road, Madras.6.

Sir,

sub:- Inspection report -DS.&A'Board, South Kanara-by Sri. K.I.N. Nambiar on 22-11-52- revised compliance report submitted in duplicate.

Ref:- MSS&A Board letter No. Rm.6818/53 dated 9-3-53.

Separate distribution register has since been opened and all the instrcurions given are now being carried out.

Accounts:-
In this connection M.S.S.&.A.Board letter L.Dis. 5436/50 dated 20-2-51 may please be referred. The bank commission had been paid before the receipt of this letter.

Yours faithfully,

SECRETARY.

DSN.

DEV.(P III) DEPT.

Letter No.54974 P III/53-2 Dated:- 15.5.53.

To

The Secretary to the Government of India,
Ministry of Defence, NEW DELHI
(with enclosure)

Sir,

Sub: P.W.R. - D.S.S. & A Board - South Kanara District - Inspection Report - Forwarded.

Ref: This Govt's letter No.40531 P III/52-2 dated 30-6-1952.

I am directed to enclose herewith a copy of the inspection report on the working of the D.S.S.& A Board, South Kanara District and also the compliance report of the Secretary of the Dt. Board for your information. The Secretary, M.S.S.& A Board is being directed to examine whether additional staff is necessary to improve the standard of work of the Board. A copy of the order is also enclosed for information.

Yours faithfully,

DEV.(P III) DEPT.

P.W.R. - D.S.S.& A Board, South Kanara District - Inspection by Asst.Director of Employment Exchanges Review of inspection report - Papers recorded -

Read:--
From the R.D.R.E. Lr.No.L.Dis.6818/52 dated 24-4-1953.

O R D E R (RT) NO. 459 DEV. DATED: 15-5-53

R e c o r d e d.

The standard of work of the D.S.S.& A Board. South Kanara is far from satisfactory. The Secretary, M.S.S & A Board is requested to examine ~~and report~~ whether an additional clerk is necessary for a period of at least 3 months to give relief to the existing clerk to raise the standard of work of the D.S.S. & A Board, and if so, to submit proposals in due course.

To
The Collr. of South Kanara,
The R.D.R.& E
The Secy., M.S.S.S & A Board.

C.P.E. 10.6.53

15

From
C-i P.K.Pushpa-aj, B.Gc.,B.L.,
Deputy Di-ecto- of Resettlement
& Employment and Ex-Officio
Ceereta-y, Mad-as State
Soldie-s' Caile-s' & Ai-men's
Boa-d, M a d - a s. 6.

To
The Secretary to Government,
Development Department,
Fort St. George,
Madras.

SECOND ASSISTANT SECRETARY TO GOVERNMENT
11-JUN-1953
DEVELOPMENT DEPARTMENT

14343

No. Rc.3211/53-A dated: 10-6-53.

Sir,

Sub: P.W.R. - D.S.S. & A.Board, S.Kanara - Inspection by Asst. Director of Employment Exchanges - Standard of work of the Board not satisfactory - further report.

P 13 of 78 (P)

Ref: G.O.Rt.No.459 Dev., d/15-5-53.

With reference to the G.O. cited above I am to inform the Government that the D.S.S. & A.Board, South Kanara will be inspected by the Asst. Director of Employment Exchanges again when the need for an additional clerk for a short period will be carefully examined by the inspecting officer. On receipt of his report I shall submit my report to Government as to whether an additional clerk is necessary for a short period to raise the standard of work of that Board.

Yours faithfully,

P K Pushparaj

Secretary.

gs.10.6.

10.6.53.

Dewan P.III / Deptt

P I amt may be pursued

No action is called for now. This may be
lodged now added to G.O. R.No 4 5-9-dtd, dt 15-5-95
at (B).

17/6/95
18/6/95

Cnv 54974 P.III153

DEV.(P III) DEPT.

POSTWAR RECONSTRUCTION — District Soldiers' Sailors' & Airmen's Board - South Kanara District - Inspection by Assistant Director of Employment Exchanges - Review of Inspection Note.

Ref: From the R.D.R.&.E.Lr.No.L.Dis.6818/52 d/24-4-1953..

Please see the notes of inspection of the D.S.S. & A Board, South Kanara District by the Assistant Director of Employment Exchanges on pp-3--5- cf. and the compliance report of the Secretary, D.S.S.& A Board, South Kanara at pp 7-9 cf.

The following defects have been pointed out by the Assistant Director of Employment Exchanges :—

1. Personal Register: It is reported that certain columns have generally been found to be incomplete and that the signature of despatch clerk was not found to be obtained in N.Disposal cases. It is also reported that many papers in the registers ~~was~~ were shown as clubbed without indicating the number of the particular files to which they were clubbed. As regards files it is reported that pages are not regularly numbered or chronologically arranged.

2. Disability pension cases: It is reported that papers relating to individuals have not been filed chronologically and some cases of delays have also been pointed out.

3. Accounts: It is reported that whereas there should be a balance of Rs.1304-3-3, there was found to be an excess of Rs.5/- It is also remarked that vouchers of permanent advance that have been recouped should be cancelled and pasted in Guard Book ~~which was not followed but on the other hand they were found to have been pasted in files~~ + retained safely and not mixed up with the unrecouped vouchers.

4. Medals and Stars. As these are now distributed through Tahsildars it is reported then there is no account of medals and stars received and distributed.

On the whole it is reported that the correspondence side is not satisfactory.

Attention is ~~x~~ invited to the compliance report and the explanation regarding the excess amount found. It is ~~reported~~ observed that the Board has at present only 1 clerk

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Prior to the reorganisation of the Boards in 1948 it had two clerks and one peon. The posts of one clerk and a peon were retrenched on reorganisation. The Secretary of the Board has reported that additional staff was requested but the request was negatived by the Madras State Soldiers' Sailors' & Airmen's Board. The work of the Board is not satisfactory The Secretary, Madras State Soldiers', Sailors' & Airmens' Board may be requested to examine whether it is necessary to sanction an additional clerk for at least a period of 3 months to raise the standard of work of the Board. A copy of the inspection report together with compliance report may be forwarded to the Government of India for information.

Drafts submitted. fin. may see before issue.

Fin (EII)

The drafts below may be perused and the Case returned to Desk

Desk

Dev. Depts

The drafts may issue.

[Issued as G.O.Rt No 459 dt 15.5.53]

ADDITIONAL DEPUTY SECRETARY TO GOVERNMENT
9-MAY 1953
FINANCE DEPARTMENT

SECOND ASSISTANT SECRETARY TO GOVERNMENT
1 MAY 1953
FINANCE DEPARTMENT